

Updated September 24, 2021

Job Description

Job Title: Volunteer Coordinator

Status: Part Time, Non-Exempt

Supervised By: Program Director

Supervises: Not Applicable

Location: Ontonagon office with travel to Baraga and Hancock

Summary of Duties:

The Volunteer Coordinator is responsible for all aspects related to volunteers in Baraga and Ontonagon counties including but not limited to: recruitment, screening, training assignments, retention, appreciation, and discharge of the volunteers. This position requires a strong communicator who is familiar with Baraga and/or Ontonagon County and is comfortable speaking to large groups as well as one-on-one. The position requires an individual who enjoys working with volunteers and elderly people and who understands the dynamics of aging or is willing to learn them. This position requires traveling in rural parts of the western Upper Peninsula.

Primary responsibilities include:

Volunteer Management

Collaborate with Program Director and marketing team to launch a volunteer recruitment plan with the priority being in Baraga and Ontonagon counties first.

Create volunteer outreach events under the direction of the Program Director.

Attend community events/booths with the intention to recruit new volunteers.

Create and conduct Volunteer in-service trainings with the Elder Services Coordinator.

Process volunteer applications and perform background checks on all new volunteers.

Inform Program Coordinators of new volunteers after the application process is complete.

Provide orientation and training for volunteers as needed.

Recruit and assign Holiday Volunteers for all 3 holiday dinners with the Program Director.

Arrange and conduct Holiday Volunteer Orientations in Baraga and Ontonagon.

Assist Elder Services Coordinator to plan an annual memorial service to include key volunteers who have passed away.

Collaborate with Outreach Coordinator to create successful volunteer/elderly matches in Baraga and Ontonagon.

Maintain our memory book of volunteers who have passed away.

Participate in small activities when needed.



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Database Management

Input Baraga and Ontonagon volunteer data, including but not limited to:

Adding new volunteers, updating volunteer profiles, assigning volunteers to jobs, and recording volunteer hours.

Provide database training to staff and volunteers

Compile and submit quarterly reports on volunteer engagement to the Program Director.

Public Relations

Engage the community through speaking engagements, radio, tv, and newspaper interviews as directed by the Program Director.

Contribute to the Volunteer Newsletter produced by the Program Director

Distribute information of brochures, flyers, and media materials to promote volunteer recruitment.

Contribute to social media marketing for recruitment of volunteers.

Qualifications

Bachelor's degree or equivalent combination of education and experience

Excellent project management and organizational skills

Professional demeanor with great work ethic

Strong written and verbal communication skills

A team player who also works well individually

Very good computer skills

People person who can carry conversations

Special Requirements

Work 2 of the 3 major holidays and help with clean-up after one holiday.

Participate in small parties and activities.

Participate in the Annual Volunteer Appreciation Picnic and Annual Elderly Picnic.

Participate in the organization's annual fundraiser.

Participate in regular staff meetings.

Visit at least one Forever Friend regularly to create a friendship.

Disclaimer

This job description is representative only and may be revised at any time to include new responsibilities as the business environment changes.



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